

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Master Plan for Headquarters

FROM

EXTENSION

NO.

OL/BPS
3E14 Hqs

DATE

1 JUN 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/RECD/OL

Attached for your review are copies of the revised Statement of Work and the revised Proposal Instruction. The revisions incorporate issues discussed last week during our briefing sessions with six prospective vendors.

4.

5.

2 atts

6.

Distribution PRS

Orig - DC/RECD/OL

1 - BPS Subj. w/atts

1 - BPS Chrono. w/6 atts

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atts ea dtd 1 Jun 81

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BEST COPY
AVAILABLE

ROUTING AND RECORD SHEET

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FROM: [REDACTED]
OL/BPS
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Distribution PRS:

Orig - Adse

1 - OL/BPS Subj

1 - OL/BPS Chrono

OL/BPS [REDACTED] (1 Jun 81)

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Orig Adse w/atts

✓ BPS Subj w/atts

1 BPS Chrono w/o atts

OL/BPS

atts ea dtd 1 Jun 81

Statement of Work

1. Background

When the CIA Headquarters Building was designed and constructed (1955-1962), funding constraints made it impossible for the Agency to be consolidated in one location. Personnel and functions not accommodated in the new Headquarters Building remained in other facilities in the District of Columbia, and Northern Virginia.

A preliminary Master Plan was approved by NCPC on December 7, 1972 which provided for the consolidation of CIA personnel and functions at the Langley site. To achieve this, construction of new building clusters containing 1,000,000 gross square feet of office space was recommended.

Nine years have passed since the preliminary Master Plan was approved. In the intervening periods, there have been changes in space requirements and design strategies that may make the proposed campus plan obsolete. The space requirements for consolidation are still approximately 1,000,000 square feet of gross area which will include approximately 70 percent office space and 30 percent special equipment or computer space.

In view of the foregoing, there is a need for the preparation of the Final Master Plan for the CIA which will examine the concepts prescribed in the preliminary Master Plan and incorporate any new design ideas for the consolidation of the Agency.

Along with the preparation of the Final Master Plan, an amended Environmental Assessment must also be prepared to examine the relationship of the site's development to national, regional, and local plans, long- and short-term uses of the environment, unavoidable adverse environmental impacts, and irreversible and irretrievable commitment of resources.

It is the intent of the project to receive NCPC approval of a Final Master Plan and an Amended Environmental Assessment.

2. Scope of Work

The Consultant shall perform professional services necessary for this project. Such services shall include the following:

a. Project Activity Network Plan

Prepare and submit for approval by the Contracting Officer five (5) copies of a narrative and graphic activity network plan for the conduct of the project work phases. The plan is to include a detailed network diagram listing all key activities with related completion time frames. The narrative portion of the plan shall include a discussion of the network and network

phasing rationale, shall reflect the Consultant's knowledge of applicable laws and regulations and their impact on the project; and shall include a listing of Federal, state, and local and private or public agencies and/or community/citizen groups whose input and comments are considered vital to the successful accomplishment of the project.

b. Final Master Plan and Amended Environmental Assessment

The Consultant shall perform the following services in connection with the preparation of a final Master Development and Master Utility Systems Plan and the preparation of amended Environmental Assessment.

(1) After initial review of the existing information in the Preliminary Master Plan and the Environmental Assessment, the Consultant will meet with C.I.A. staffs and receive guidance on: (a) revision and updating of previously compiled data (b) transportation, street traffic, and parking.

(2) Prepare and submit for approval by the Contracting Officer ten (10) copies of an outline of the amended Environmental Assessment in accordance with GSA Order PBS 1095.4A, "Preparation of Environmental Assessments and Environmental Impact Statements."

(3) Prepare and submit for approval by the Contracting Officer ten (10) copies of a draft Final Master Development Plan or modification or alteration of the current approved Preliminary Master Development Plan, depending on the land use and/or disposition alternative selected by the Contracting Officer, together with a draft Master Utility Systems plan in support of the physical development plan. These plans shall include preliminary plans and drawings delineating land use, building mass, circulation patterns (pedestrian, vehicular and service facilities), proposed project phasing, space use by functional category, cooperative use options, elevations, landscape treatment, special features, utility systems, etc., with appropriate text, study model, maps, photographs and other illustrative material.

(4) Prepare and submit for approval by the Contracting Officer ten (10) copies of a preliminary text of the amended Environmental Assessment. Consult with and obtain the views of staff officials so as to accurately reflect official agency positions. Documentation submitted shall include an Administrative Record of all

meetings, to include the name of the official contacted, the date, the subject discussed and the Agency position thereon; a listing of all Federal, regional and local agencies and other interested parties from whom comments have been received; descriptions of any measures that must be taken by the C.I.A. or the General Services Administration or other agencies in the development of a course of action to minimize adverse environmental effects resulting from the proposed Federal action; a listing and description of those actions which the responsible agencies propose to initiate in order to avoid or to the greatest extent possible any adverse environmental impacts likely to result from the proposed Federal action; and selected photographs, maps, sketches and drawings reflecting a visual documentation of the selected Master Development and Utility Systems Plans.

(5) Prepare and submit for approval by the Contracting Officer ten (10) copies of estimated cost data for total plan implementation. Cost data shall be developed to show cost for major parts of the project such as site work, utilities, foundations, building shell, finishes, plumbing, HVAC, electrical, and special equipment.

(6) Make presentations of the draft Final Master Development Plan and Utility Systems Plan drawings and other pertinent plans and amended Environmental Assessment documentation to the Contracting Officer and in conjunction with representatives of the C.I.A. and the General Services Administration, to the National Capital Planning Commission for review and comment.

(7) Submit a camera ready copy of the amended Environmental Assessment, a final Master Development Plan, and a supporting final Master Utility System Plan, all incorporating all revisions and comments of the Contracting Officer, the National Capital Planning Commission, and GSA. Working in joint participation with representatives of C.I.A. and the General Services Administration, seek to obtain the necessary approvals of the developed plan from the National Capital Planning Commission. The final Master Development Plan shall include the following:

(a) A site development model to a scale of 1 inch equals 100 feet of the Langley, VA site and its environs. The model shall extend at least one block beyond the immediate site boundaries to show access to the site, including access to and from the George Washington Parkway, Route 123 and Route 193. The

model shall be appropriate for presentation to NCPC and other public display. All new and existing structures on the site shall be shown in block form. Parking, roadways, pedestrian plazas, bus stops, fences, building entrances, etc., shall be shown to clearly indicate access to and circulation within the site. All new and existing landscaping features shall be shown to clearly indicate extent and height of plantings. The model shall be covered with a removable Plexiglas case and be suitable for easy transport.

(b) Three (3) mounted color photographs (20" x 30") of the model shall be submitted for presentation.

(c) Five (5) sets of 35 mm color slides of the model.

(d) One set of plastic film reproducible drawings (1 inch equals 100 feet or 200 feet as appropriate). .004 inch with matte finish both sides, of all development plans showing land use, building massing, circulation, utility systems, landscaping, special plan features, general index map, index of structures, etc.

(e) Two sets of colored presentation drawings delineating redevelopment, land use, circulation systems, building massing, landscaping, space usage, sections, phasing systems, etc.

(f) Three perspective renderings (in tempera color) of the Development Plan; one showing an overall view and two depicting special interest areas. The overall view shall be a 20" x 30" bird's-eye perspective. The special interest areas shall each be 18" x 24" eye level perspectives.

3. Schedule of Submission

The Consultant shall complete the services required in the Scope of Work and submit the required reports, drawings, and related documents to the Contracting Officer in accordance with the following schedule.

<u>Submission</u>	<u>Calendar Days</u>
Project Activity Network Plan	No later than 14 days after Notice to Proceed.
Amended Environmental Assessment Outline	No later than 30 days after Notice to Proceed.

Draft Amended Environmental Assessment	No later than 70 days after approval by the Contracting Officer of the Amended Environmental Assessment Outline.
Draft Final Master Plan, Draft Master Utility Systems Plan, and estimated cost data	No later than 90 days after Notice to Proceed.
Final Amended Environmental Assessment, Final Master Plan, and Final Master Utilities Plan and Submission to NCPC	No later than 120 days after Notice to Proceed.
NCPC presentation	Regularly scheduled meeting in January 1982.

4. Consultant's Responsibilities

- a. Furnish written reports of his work on a monthly basis.
- b. Pay all shipping and reproduction charges for all charts, sketches, drawings, manuscripts, and other documents submitted to the Contracting Officer.
- c. Make a least one formal presentation to the Government during or at the completion of each phase of the contract and make presentations to the National Capital Planning Commission as required in order to obtain their approval of the Final Master Plan and the Environmental Assessment.
- d. Confer with and obtain the views of all appropriate Federal, regional, and local government agencies, private and public utility companies, transit companies, and interested citizen/community groups.
- e. Utilize, in the performance of the contract, those personnel and additional Consultants proposed to and accepted by the Government prior to award of the Contract. Substitutions shall not be made without prior written approval of the Contracting Officer.
- f. Verify and, where appropriate, revise existing data contained in the 1972 Preliminary Master Plan and the Draft Environmental Description for the CIA in Langley, Virginia.
- g. The Consultant shall contract for Soil Test Borings at the site to obtain soil data pertinent to the requirements of this project. The number and location of borings

shall be as mutually agreed upon by the Consultant and the Government. The cost for this work shall be borne as a reimbursable payment by the Government to the Consultant.

- h. The Consultant shall provide an up-to-date survey of the site at 1"=100'-0" scale showing property lines, all structures, roadways, paths, fences, contours at 2 foot intervals, the existing site utility distribution system, and landscaping features. The entire cost of this survey shall be borne by the Consultant.

5. Government Responsibilities

- a. Review all material submitted by the Consultant.
- b. Furnish necessary space data in terms of net occupiable square feet for the project.
- c. Furnish necessary data on parking requirements, delivery vehicles, and motor pool operation.
- d. Make available to the Consultant copies of the 1972 Preliminary Master Plan, the Draft Environmental Description, and other available data concerning land use planning within the National Capital Region and the Langley, Virginia area. It will be the Consultant's responsibility to verify this data. Certain information contained therein has been subjected to change since the data was originally compiled and evaluated.
- e. Make available to the Consultant appropriate CIA and GSA handbooks, specification and reference data, etc., as necessary.
- f. Make available to the Consultant copies of construction drawings of the existing buildings on the site.
- g. Make available to the Consultant copies of construction drawings for all presently planned projects on the site.
- h. Confer with and advise the Consultant on appropriate contact sources in Federal and local government agencies, public and private utility companies, and assist the Consultant in arranging meetings with designated officials.

6. Payment Schedule

- a. The Government will pay the Consultant the amount of the Fixed Price Contract which shall constitute full compensation for all services and materials required by this

Statement of Work except for the reimbursable amount for Test Borings. Progress Payments, if requested, will be made on the following basis.

- | | |
|---|-----|
| (1) Submission to the Government and approval by the Government of the Draft Final Master Plan, Draft Master Utility System Plan, Draft Amended Environmental Assessment, and estimated cost data | 35% |
| (2) Submission to the Government and NCPC, and approval by the Government of the Final Master Plan, Final Master Utilities System Plan, and Final Amended Environmental Assessment | 45% |
| (3) NCPC presentation | 10% |
| (4) NCPC approval | 10% |

1 JUN 1981

Proposal Information

A. Proposal Instructions

Each Proposal should be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. Elaborate binders, graphics, brochures, appendixes, and illustrations are neither necessary nor desired. Legibility, completeness, and adherence to format are essential.

Submit the original and two duplicate copies.

1. General Information: The general information portion of the submission will contain:
 - a. Firm's Name: The complete name, address, and telephone number of the Offeror.
 - b. Firm's Contact: The name, title, and telephone number, including area code, of the individual with authority to negotiate and contractually bind the company.
 - c. Facilities: A description of the firm's location and facilities.
 - d. Workload: A statement as to other projects, or contract commitments which could affect the performance of service on this project.

2. Project Information: The Project Information portion of the Proposal shall contain the following details relating specifically to this project:
- a. Understanding: A statement of the project scope and purpose in the Offeror's own words to demonstrate his complete understanding of intent, requirements, and constraints.
 - b. Approach: A commentary in the Offeror's own words describing the details of his proposed approach to comply with the solicitation. This will include a logical description of the steps to accomplish the project. A graphic-type diagram of the steps should be included to clarify the relationships and timing of tasks.
 - c. Personnel to be assigned to project:
 - (1) Team organization chart
 - (2) Key personnel (include educational, professional, and experience resumes and task assignments for project).
 - (3) Other personnel (include educational, professional, and experience resumes and task assignments for project).
 - (4) Subcontractors (include resumes, qualifications, and extent of involvement in the project).
 - (5) A statement of commitment by the Offeror that personnel named in the team organization chart will in fact be actively assigned to the project.

3. Experience: The Experience portion of the Proposal shall contain information demonstrating experience and capability in the following select areas:
- a. Master Planning: A synopsis of the firm's experience in preparing Master Development Plans for large installations.
 - b. Environmental problems: A synopsis of the firm's experience in analyzing environmental problems.
 - c. Washington Metropolitan Area: List projects completed or underway which demonstrate the firm's familiarity with the area.
 - d. NCPC Approval Process: A synopsis of the firm's experience in preparing Master Plans and Environmental Assessments for NCPC approval.
 - e. Projects: Information on three previous projects, most similar to this one, which will establish the qualifications, experience, and achievements. Include approximate contract fee amounts. (The cost for your service--not the implementation cost for the entire project.) Reference Sources (name of client, point of contact, address, telephone number, etc.) The Government reserves the right to make inquiries of former clients and to adjust the qualitative evaluation on the basis of such information. Each of the three projects will be rated on the basis of relevancy (How close do the primary factors investigated/analyzed correspond to the primary factors which will be of concern in this project?)

4. Price Information: The proposed total fixed price for performance of this project shall be submitted on Department of Defense Form 633-1. Award may be made without discussion of the proposals that are received. Therefore, the proposal should be submitted on the most favorable terms that the Offeror can submit to the Government.

B. Contract

It is anticipated that a Fixed Price plus Incentive contract will be negotiated with the selected Offeror. The contract incentive will be awarded on the basis of the following percentages of the total negotiated contract:

1. Two Percent: Successfully meeting all submission dates required in the Statement of Work with a product that meets the needs and approval of the Government.
2. Four Percent: Formal presentation of the Final Master Plan and the Amended Environmental Assessment to the National Capital Planning Commission on or before their regularly scheduled meeting in January 1982.
3. Two percent: Upon formal approval of the Final Master Plan and Amended Environmental Assessment by the National Capital Planning Commission.

C. Basis for Evaluation and Award

An evaluation panel consisting of professionals from the CIA will be convened to review and evaluate the proposals. The evaluation will be based on the following percentages of importance for each part of the proposal:

General Information	5%
Project Information	40%
Experience	40%
Price	15%